

~~RESTRICTED~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 17-52

25 September 1952

SUBJECT: Leave Schedule, Balance of 1952

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1. In accordance with the policy established in CIA Notice [REDACTED] and in view of the recent restrictions placed upon the accumulation of annual leave, employees should be given every opportunity to use leave they would otherwise forfeit under the provisions of the new law. In this respect employees are urged to familiarize themselves with CIA Notice [REDACTED] that they will know how they are affected by the major provisions of this law.

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2. In order to assure individuals an opportunity to use such leave and to insure adequate staffing during the Holiday periods, a leave schedule embracing the months of October, November, December 1952 and January 1953, with special emphasis on the Thanksgiving and Christmas holiday seasons, will be prepared by all OTR Division and Staff Chiefs for their respective units prior to 15 October 1952. A copy of each schedule should be directed to the respective Deputy Directors of Training and the Chief, Support Staff for information.

3. Leave schedules will show the individual's name, organizational component, the dates on which leave is requested, and the amount of accumulated leave. Where possible, conflicts will be resolved at the Division level or below, and in this respect Chiefs of Divisions or Staffs are responsible for maintaining an adequate staff at all times.

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[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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